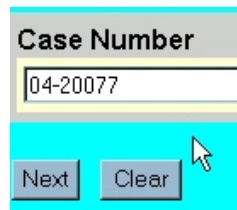

Motion to Waive Appearance

STEP 1 Select **Bankruptcy** from the **Main Menu**, then click on **Motions/Applications**.

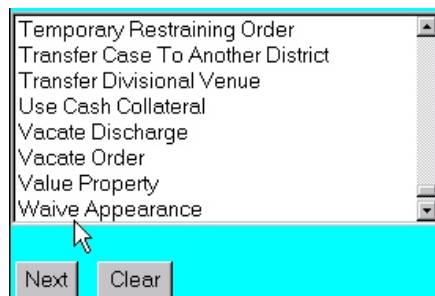


STEP 2 The **Case Number** screen displays.



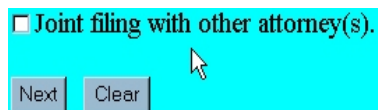
- ◆ Enter a **Case Number** and click on the **Next** button.

STEP 3 The **Select the Type of Motion** screen displays.



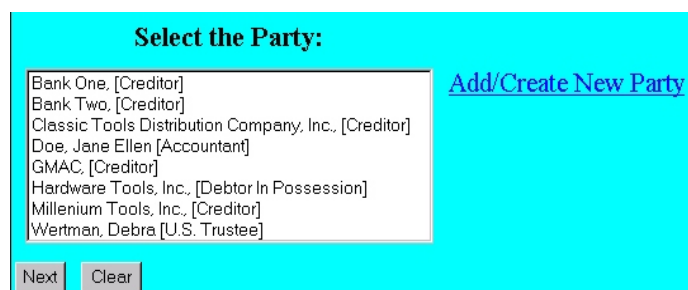
- ◆ Scroll through the options and highlight **Waive Appearance**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



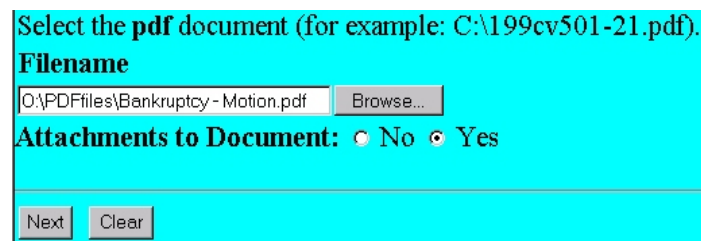
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party:** screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

A WARNING DISPLAYS:

- ◆ Click on the **Next** button.

STEP 8 The **Waive Appearance to what and Certificate of Service** screen displays.

- ◆ Type in a short description of what is requested.
- ◆ Enter a lowercase 'y' or 'n' in the text box to indicate if a certificate of service is attached.
- ◆ Click on the **Next** button.

STEP 9 The **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Motion by Debtor In Possession Hardware Tools, Inc. to Waive Appearance at Hearing on Financial Status of Corporation
[by the President of Hardware . (Attachments: # (1) Proposed Order Granting
Motion to Waive Appearance at Hearing) (Bailey, Attorney)

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen displays.

Docket Text: Final Text

Motion by Debtor In Possession Hardware Tools, Inc. to Waive Appearance at Hearing on Financial Status of Corporation by *the President of Hardware Tools scheduled for June 4, 2004*. (Attachments: # (1) Proposed Order Granting Motion to Waive Appearance at Hearing) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/28/2004 at 1:09 PM EDT and filed on 5/28/2004

Case Name: Hardware Tools, Inc.

Case Number: [2:04-bk-20077](#)

Document Number: [46](#)

Docket Text:
Motion by Debtor In Possession Hardware Tools, Inc. to Waive Appearance at Hearing on Financial Status of Corporation *by the President of Hardware Tools scheduled for June 4, 2004.* (Attachments: # (1) Proposed Order Granting Motion to Waive Appearance at Hearing) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic Document Stamp:
[STAMP bkectStamp_ID=1019576470 [Date=5/28/2004] [FileNumber=13588-0]